

Key Words: smoke, smoking, smoking cessation, Auahi Kore, nicotine replacement therapy (NRT), illicit inhalable drugs and prohibited items, e-cigarettes, vaping.

Policy Applies to:

All Mercy Hospital employees when carrying out their duties in Mercy owned facilities, grounds or vehicles and when undertaking Mercy Hospital related business off-site.

Credentialed Specialists, Contractors, Patients, Visitors and Contractors will be assisted with compliance with this policy by Mercy Hospital staff.

Related Standards:

- EQulP - Standard 2.4 - The organisation promotes the health of the population.
- EQulP - Standard 3.2 - The organization maintains a safe environment for employees, consumers/patients and visitors.

Rationale:

The purpose of this policy is to ensure that Mercy Hospital:

- Meets the requirements of the Smoke Free Environments Act 1990
- Recognises its leadership role in reducing smoking related morbidity and mortality in the community, and
- Protects the health and safety of those who work or visit the workplace
- Promote and support smoke free lifestyles to assist in providing a healthy environment for staff, patients, visitors, credentialed specialists and contractors.

Definitions:

Mercy Hospital campus/premises - includes grounds, buildings, car parks, offices, Mercy Hospital owned vehicles, Manaaki, Marinoto Clinics and Mercy Care East.

Illicit drugs and prohibited items - illegal or other substances that are not prescribed for the patient and that Mercy Hospital considers to be unsafe or wishes to exclude from its premises.

Vaping - the action or practice of inhaling and exhaling the vapour produced by an electronic cigarette or personal vapouriser.

Objectives

- Mercy Hospital will provide smoke free premises
- Mercy Hospital will be consistent in its management of patients / visitors / staff who introduce illicit drugs or prohibited items to the campus

Implementation:

Employees

Staff will be made aware of the SmokeFree policy through:

- The Mercy Hospital recruitment and employment policies;
- The Mercy Hospital website;
- Smoke free signage on the premises.
- New staff orientation
- Staff newsletters

Mercy Hospital requires all preadmission, day surgery, Manaaki and ward nurses to complete the ABC (Ask, Brief advice, Cessation support) approach for Smoking Cessation education on-line learning package
<https://learnonline.health.nz/login/index.php>

Patients

Patients will be made aware of Mercy Hospital SmokeFree policy through:

- The Mercy Hospital website
- Patient Information Booklet
- Your Hospital Experience Pamphlet
- Pre admission assessment interviews, and
- Smoke free signage on the premises.

All patients admitted to Mercy Hospital / Manaaki will be assessed for smoking history, including smoking duration. Documentation on the patient assessment form includes a record of brief advice, cessation support offered, quit card given or referral completed. Smoking cessation assistance will be given to patients who wish to stop smoking. Patients admitted for surgery who do not wish to quit smoking, will be provided with support to manage nicotine withdrawal/cravings as part of the patient treatment plan. Where NRT is to be administered to an inpatient, this must be prescribed on the medication chart.

E-Cigarettes (vaping)

Mercy Hospital does not support the use of e-cigarettes as a smoking cessation tool. E-cigarettes are not permitted on the Mercy Hospital campus.

Clinical staff will be trained on the process to follow if a patient insists on smoking on the Mercy Hospital campus - refer Appendix One - Guidelines for addressing non-compliance with the Smoke free policy.

Visitors

Visitors will be made aware of Mercy Hospital SmokeFree policy through:

- The Mercy Hospital website
- Visitors' policy, and
- Smoke free signage on the premises (including that the supply of alcohol or illicit drugs is prohibited).

Contractors

Contractors will be made aware of Mercy Hospital SmokeFree policy through:

- The Information Book for Contractors
- Information Sheet for Contracted Suppliers/Service Providers
- Contractors' orientation induction
- Smoke free signage on the premises.

Credentialed Specialists

Credentialed specialists will be made aware of:

- Mercy Hospital's SmokeFree policy as part of their credentialing process;
- Mercy Hospital's website, and
- Smoke free signage around the campus.

Marinoto Clinics and Mercy Care East Personnel

Marinoto Clinics, Manaaki and Mercy Care East personnel will be made aware of the Mercy Hospital SmokeFree policy:

- In the Welcome Pack
- The Mercy Hospital website, and
- Smoke free signage around the campus.

Compliance

Mercy Hospital will ensure that smoke free signage is visible and will promote smoke free lifestyles and smoking cessation through staff and public education posters and newsletters.

Guidance to support managers, team leaders and staff to deal with the situation arising when an individual chooses to smoke in the workplace, is available – refer Appendix One.

Complaints

Any employee concerned that the conditions of the SmokeFree (Auahi Kore) Policy are not being met should discuss this with their Manager.

Any member of the public who is dissatisfied with Mercy Hospital's SmokeFree (Auahi Kore) Policy may make a complaint via the formal complaint process.

Management of possession of illicit drugs and prohibited items

The following procedure should be followed -

1. Identify any illegal substances / legal prohibited items that the staff member wishes to prohibit.
2. Enlist another staff member to act as a witness and to ensure personal safety
3. Notify the patient possessing these substances that they are prohibited and must be confiscated until discharge
4. With a Nursing staff witness, uplift the item(s) and lock in the controlled drug cupboard
5. Complete an incident form and appropriate documentation in the patient's clinical record
6. Legal (but prohibited) items will be returned to the owner upon their discharge from hospital
- 5 In the case of items which are illegal an appropriate option will be identified through consultation with the relevant Executive member or Clinical Nurse on call. The following actions may apply:
 - Notification and surrender to NZ Police
 - Items are destroyed or disposed of (with consent of patient)
 - Arrangements are made by the owner for immediate removal from hospital premises.

Suspicion of illicit drug use

Where clinical staff suspect that a patient is using illicit drugs, discussion should occur with the nurse in charge and the patient's Specialist. Assessment of the patient may include a urine or blood sample. This testing would be solely for clinical reasons, to establish whether drug usage could impact physiologically upon the patient during surgery / anaesthesia.

Evaluation:

The SDHB SmokeFree Coordinator will be invited to review policy and process when significant changes are made
Review of pertinent incident forms

Associated Documents

External

- SmokeFree Environments Act 1990
- Health and Safety at Work Act (2015)
- *The New Zealand Guidelines for Helping People to Stop Smoking*, Ministry of Health, June 2014
- SDHB (2016). Prohibited Items Procedure (District), 1-2.
- SDHB (2016). Management of illicit drugs and alcohol on MHAID Services Premises (District), 1-3.

- *Guide to Prescribing Nicotine Replacement Therapy*, Ministry of Health, June 2014 *ABC Pathway, Key Messages for Frontline Healthcare workers*, Ministry of Health, 2014,
<http://www.smokefreenurses.org.nz/site/nursesaooteaoroa/abc-pathway-for-frontline-health-care-workers-jun14.pdf>

Internal

- **Appendix One: Guidelines for Addressing Non-Compliance with the Smoke Free (Auahi Kore) Policy**
- SmokeFree Policy environmental audit tool
- Nicotine Replacement Therapy Policy
- Guide to NRT Assessment for Quit Card Providers
- Patient Assessment Policy

Patients

- Mercy Hospital website www.mercyhospital.org.nz
- Mercy Hospital Brochure 'Your Hospital Experience'
- 'The Quit book, beat the smoking addiction'
- Patient Information Booklet
- Nicotine Replacement Therapy, Policies- SharePoint
- Complaints Policy, SharePoint

Visitors

- Mercy Hospital website www.mercyhospital.org.nz
- Visitors Policy
- Marinoto House Meeting Room External Booking Form

Staff

- Mercy Hospital website www.mercyhospital.org.nz
- Mercy Hospital Information for Applicants,
- Benefits of Working at Mercy Hospital,
- Mercy Hospital Expectation's and Standards
- Incident Policy
- Mercy Hospital Staff Orientation (on SharePoint)
- Mercy Hospital Staff Orientation Information, Health and Safety
- Health and Safety one-on-one orientation checklist
- Electrosurgical Smoke Evacuation Policy



Buccal and sublingual drug administration

Marinoto Clinics, Mercy Care East

- Welcome Information Pack for Marinoto Clinics and Mercy Care East

Contractors

- Contractor Induction Book Information Sheet for Contracted Suppliers/Service Providers Marinoto Clinics Welcome pack

Acknowledgements

- A Guide to Creating a SmokeFree Workplace, The Quit Group, 2012